

ETSC CERTIFICATION SUBCOMMITTEE
Tuesday March 15, 2005
Meeting Minutes

PRESENT: John Bawol, Bill Charon, James Fyvie, Sheriff Dale Gribler, Dan Loftus, Harriet Miller-Brown, Leonard Norman

ABSENT: Suzan Hensel, Jim Loeper, Charles Nystrom, Christina Russell

Chair Charon called the meeting to order at 10:10 a.m.

Approval of December 9, 2004 minutes – Motion to approve minutes by Mr. Fyvie, support by Sheriff Gribler, the motion carried.

Compliance Review -

Review Policy – Chair Charon reviewed the Review Criteria section. After discussion with the members, it was decided that under normal circumstances, the subcommittee will notify the ETSC on **for cause reviews** then will act upon notification from the ETSC. Members agreed the Process section was ok but notification is important. They also decided that under Findings/Recommendations, a final report is sent to the ETSC for approval before sending to county but the county would receive a draft for their comments. They also discussed time frames for notification of compliance reviews to counties to give them adequate time to respond.

Antrim County Report – The subcommittee briefly reviewed the final report that was written and recommend that this report is presented to the ETSC. It was suggested the report is sent to the Antrim County treasurer, Antrim County Sheriff and the Chair of the Board of Commissioners of Antrim County. Ms. Miller-Brown will also enclose a note of thanks for their cooperation and participation during this process.

Leelanau County – Financial information was recently received into the State 9-1-1 Administrators office and copies were given to the members of the Leelanau Compliance Review team. Ms. Miller-Brown noted that the Dispatcher Training form 510 was not included in this recent packet. She has requested this information and more specific financial information based on what they have submitted so far. Mr. Bawol will make a preliminary visit to this county in early April and Sheriff Gribler will contact the Leelanau County Sheriff this week to let him know that Mr. Bawol will be visiting.

Travel Policy – Chair Charon reviewed the Reimbursement of Travel Expenses for Compliance Review members.

Review of Lake County Matter – Chair Charon updated the members regarding Lake County. There was downsizing of the county staff. The 9-1-1 director position was combined with the Emergency Management Coordinator resulting in the resignation of the previous Lake County 9-1-1 Director. It seems the previous 9-1-1 director was not consulted regarding the budget and other issues so she contacted the State 9-1-1 Administrators office to voice these concerns. The compliance review team recently visited Lake County as a result this request. It was a good session; the 9-1-1 board was receptive and perhaps grateful. Ms. Miller-Brown will give a brief report on this issue at the ETSC meeting.

Allowable/Disallowable List – The Wireless Implementation Subcommittee (now called the Emerging Technology Subcommittee) initially developed this document because at the time, wireless funds were becoming available. This list is now more the business of this subcommittee

due to compliance reviews. The list also became the list for 9-1-1 surcharges – wireless and wireline.

The list was recently updated with the addition of Road Signs to Disallowable Expenditures and also noted as Allowable Wireless and Wireline expenditures. The concern about this list now is GIS mapping. It was recommended that the vendor break down the expense for GIS mapping. There was discussion among the members regarding what can be spent with the 9-1-1 funds that PSAPs receive.

Appeal of Unallowable Expenses Policy – The members discussed the present policy discussing Unallowable Expenses. Chair Charon would like to propose a change in this policy at the next ETSC meeting. One change would be to substitute Certification Subcommittee where is notes Wireless Implementation Subcommittee. There was some discussion regarding how a couple of counties recently appealed decisions of the ETSC regarding Allowable/Disallowable Expenditures. There should a process that counties can use to appeal a decision. The committee made recommendations and changes to this document. Chair Charon will present to ETSC for their approval.

Certify 2nd Quarter Wireless Fund Distribution – Ms. Miller-Brown discussed the status of county Phase II compliancy. She reviewed the issues that some counties are facing with providers and/or equipment and noted that her office is in contact with the counties that are having problems. All counties are Phase I compliant but there are counties not yet Phase II compliant. They have until December 31, 2005 to be fully compliant. Wayne County is giving December 2005 projection dates as a result of software issues. Ms. Miller-Brown would like to develop another questionnaire to send to counties in early May to ascertain more information regarding Phase II compliancy with counties and providers.

A MOTION by Mr. Norman to certify all 83 counties compliant and eligible for wireless fund distribution. Support by Mr. Fyvie, the motion carried

Selection of County for Random Audit – Members randomly selected Isabella County. Chair Charon requested Ms. Hensel, Mr. Bawol and Mr. Norman to participate in the Isabella County Compliance Review. Ms. Miller-Brown, as 9-1-1 State Administrator, participates on all county compliance teams.

Next Meeting – The next Certification Subcommittee meeting will be held on Tuesday May 3, 2005 at MSP Headquarters at 10:00 a.m.

The meeting was adjourned at 12:30 p.m.